MATERIAL THAT MUST BE BROUGHT TO THE IVY MEETING IN NEW HAVEN ON APRIL 24, 1971 ---

1) Station member's list
2) List of officers and other positions- 1971 AND 1972
3) School catalog for 1971 AND 1972
4) Campus map, with your location (20 copies)
5) Coverage maps(20 copies) or short description written up.
6) Sales brochures and prospectus (10 copies)
7) Rate cards, AM and FM (20 copies)
8) Polls, ARB and Pulse, if available.
9) Audience figures for market.
10) Audit or ecomic statement for 1970.
11) Sales figure for last fiscal year.
12) Station history-if not available, jot down when founded, other important events.
13) Programming guides or descriptions.
14) Station organization and leadership
15) Vacation schedule for 1971-1972 school year.(very important)
16) Broadcast schedule (sign-on, sign-off, simulcast hours for 1971-1972 year. AM,FM,vacation,and hours.
17) Equipment needed or selling.(list)
18) Sports broadcast by the station, and plans for next year, with name of sponsors.
19) Name of director for IVY.
20) Decision about UPI for the summer-if you get it through IVY, do you want the service during the summer? What is the turn-off date to be?
21) Samples of stationery and station LOGO

22) Agreement with your representatives, other than IVY.

23) Copy of present affidavit forms.

24) Copy of contract forms.

25) Station newsletters.)Latest copy.)

26) YOU MUST BRING ALL AFFIDAVITS DUE THROUGH MARCH TO THE MEETING UNLESS YOU ALREADY MAILED THEM IN. They are due, however, by April 15, so you should have none to bring.

27) George Schweitzer, Chairman of the Board, has in addition, requested that each station bring with them a taped air check of ten or twenty minutes duration during which time one or two IVY spots are aired. This is so that he can get some inkling of station quality. If you have any questions about this one, call George at 617-734-0910.

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